

***Options for Terminating / Separating
Members of Fairfax County
Employees', Police Officers, and Uniformed Retirement Systems***

Detailed information about these options is contained in the FCERS Handbook for Active Employees

Option 1

Elect a refund of your contributions and accumulated interest (Police System does not earn interest)

Refunds are subject to:

- 20% Federal income tax withholding
- 4% VA State income tax withholding (For VA Residents only)
- and a 10% penalty if under age 59½ (See IRS Form 5329).

- ☐ Contact Retirement Administration Agency (RAA) to obtain the appropriate refund form.
- ☐ Complete and return the form to the RAA. Your signature must be notarized

A refund will be processed within 60-90 days. A manual check will be mailed to you; there is no direct deposit option.

Option 2

Elect to roll over your contributions and accumulated interest to a traditional Individual Retirement Account (IRA) or eligible employer plan.

- ☐ Contact RAA for the appropriate rollover form.
- ☐ Complete and return the form to the RAA (Note: the financial institution or employer plan accepting the rollover must complete a portion of the form)

Transfer will be completed within 60-90 days. A manual check will be sent directly to the trustee institution; there is no direct deposit option.

Option 3

Elect not to receive a refund.

- ☐ Contact RAA, Refund Section, to obtain and complete the "Acknowledgement of Employment Termination" form.

Option 4

Elect a Deferred Vested Retirement – only if you have 5 years or more of eligibility service. There are two types of Deferred Vested Retirement:

1. Normal – benefit will begin at age 65 (Age 55 for Police and Uniformed members)
2. Early – benefit to begin when eligibility plus age equals 75 (Reduced Benefit)
(Early Deferred Vested benefit is only available to Employees' System members)

Please see the following steps to apply for a Normal OR Early Deferred Vested Retirement:

- ☐ Request a **Deferred Vested Retirement Estimate** by completing a “Acknowledgement of Employment Termination” form.
You can obtain this form by contacting the RAA, Refund Section.
- ☐ Complete and return the “Acknowledgement of Employment Termination” form to the RAA.
- ☐ After receiving your request we will complete a deferred vested retirement estimate and send it to your address on file or new address on the signed request form.
- ☐ After you review the estimate, if you decide that you want to apply for a deferred vested retirement, contact the RAA for deferred vested retirement application.
- ☐ Complete and return application.
- ☐ We will send you an acknowledgement letter advising you of future actions.

Approximately 90 days prior to commencing your deferred vested retirement benefit, we will contact you in order to complete all remaining forms.

General Information:

You must continue to keep us informed of your current address and phone number, by a written and signed request, in order for us to send you the required forms.

You may request a refund or roll over your account balance anytime after terminating your employment, even after completing an application for a deferred vested retirement – as long as your request is received before your retirement benefit has commenced.

Remember, once you remove (refund, rollover) your contributions, no further retirement benefits are payable.

Retirement Administration Agency Hours of Operation:

Monday - Friday, 8:00 am to 4:30 pm

Walk-in hours: 11:00am to 2:00pm Phone: 703-279-8200

Limited services are available during walk-in hours

For additional information you may visit our website at: www.fairfaxcounty.gov/retbrd